

# LIBRARY PROJECT MANAGEMENT

## MEMO

**To:** MARION PHILADELPHIA, INSTRUCTOR

**From:** CLARISSA MORENO, LIBRARY CLERK

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**Re:** Individual Final Reflection

This semester, I had the opportunity to lead my team in creating a project management proposal for the integration of a geocaching initiative for the Chaffey College Library. While I had some previous experience in creating library programs, I was unprepared for having to lead a team in creating a proposal for cross-campus program. The lectures, readings and experience of leading this team gave me some great insight on how I will be running future teams and projects.

### Importance of Project Management

With libraries being an ever-evolving entity, they must continuously review the community which they serve and how existing programs are serving their needs, as well as the impact they have on the community. Evaluation of these programs, collections and space within the library can often lead to determination of a need that is not being met by the library. This requires a librarian or information specialist to have expertise in project management. The importance of project management in this field allows for them to have adequate understanding of optimal use of the organization's resources, the necessary skills to communicate with stake holders, and an increased chance of success for future projects or the project at hand (Latimer, N.A.).

### Approach

Upon being assigned the role of project manager, I would introduce myself personally to the immediate stake holders; for the community, I would use our social media platforms to send out a quick introduction. In both of these introductions, I would mention not only my qualifications for the position, but also state my vision for the project at hand and how they align with the mission and vision of the institution or organization.

Being a leader requires being a good listener, listening to not just the concerns of the team but also ideas. I hope to be an innovative leader, willing to bring my team's ideas to life - while guiding members of the team become leaders themselves. Most importantly, I would be sure to inform my team, the community, and the rest of the stake holders of an "open door policy." I believe communication, feedback, and discussion, are the most important factors for being not only a successful leader, but for successfully managing a project. To build trust with my team and stakeholders, they need to know their input is important to me and that they are being heard.

## Team Development

Ideally, I would like to develop a team internally and bring them on early on. This would give the members of my team the ability to be involved during the initiation phase of the project. By bringing them on prior to the Initiation phase and giving them the opportunity to voice their opinions and concerns would “foster a sense of ownership and commitment to the project” (Wells, 2015, p. 35).

When choosing the members of the team, I would look closely at their roles within the organization. Upon interviewing candidates, I would state my vision for the project and the key components, such as urgency and skills required. In reviewing their characteristics and skillsets, I would attempt to assign their roles on the project team so that they align with the roles and responsibilities they had been assigned within the organization; this would allow for a seamless transition onto the team. Once they have accepted the roles on the project team, we would create our team charter together. By creating the charter as a team, I and the team members would be clear of the assignments and expectations of every member of the team.

## Team Challenges

The team charter will be central to addressing potential issues that may arise. Some of these issues we would include, are mentioned by Wells, as:

- How to manage resource sharing and multitasking
- Communication strategies: both face-to-face and virtual
- How to maneuver misunderstandings and changing requirements (2015, p. 36).

In addition to the potential issues above, our team charter will contain conflict resolution recommendation; this will also include a chain of command, or an order in which issues should be escalated; first of which would be with the team supervisor. Should it not be resolved after speaking with a supervisor, the issue would then reach the leader, which in this case would be myself. I would first speak with the individual team member; after which, I would hold a roundtable, where team members are able to express their views on the issues. This would allow for the team to reach a resolution on their own, with a moderator present.

## Project Process

In order to produce quality deliverables and properly direct and control the project process, we would need to determine a “logical order in which some activities can be performed” (Wells, 2015, p. 78). After we have determined a logical order, we would begin to sequence them, after which it is important to identify any possible limitations which may occur during the process. This would allow us to, create a realistic timeline, with room for errors and corrections, should they occur.

Once we have our sequence of activities, I would then assign tasks to each of my team members, which would include communication to our stakeholders; along with a date which these activities

should be completed or communicated. With these dates, there will be included deadlines to communicate updates to one another and to myself, allowing for me to control the quality of the deliverables prior to it being fulfilled for the project.

Project Management, from conception of the team to the finish of the project, brings objectivity necessary for the planning and execution of communication and coordination (Wells, 2015, p. 2). Of the most important lessons learned for project management, is the incorporation of a team charter. This document serves as a guiding principle, containing the team mission/vision, roles, and conflict resolution; to be referenced frequently for clarity and schedule of deliverables. The qualities brought forth from charter, along with an attentive leader to; team needs, project time and budget are necessary aspects to ensuring the completion of a successful project.

I appreciate your time.

Sincerely,

Clarissa Moreno

## References Cited

Latimer, M. (N.A.). *Project management fundamentals* [PowerPoint slides]. USC.  
<https://mmlis.usc.edu/mod/page/view.php?id=42386>

Wells, K., & Kloppenborg, T. (2015). *Project management essentials*. Business Expert Press.